Congratulations on enrolling your children at St Joseph’s, Park Avenue and welcome to our school. Our school has a long tradition of excellence in education and as a welcoming, friendly, family-oriented school. The primary purpose of a school is the pursuit of academic excellence and we believe that we achieve this at St Joseph’s. We also acknowledge that all children have different interests and ability levels and we cater for this by offering a truly holistic curriculum incorporating elements of physical, cultural and spiritual development as well as a school approach to equity and inclusivity.

Our staff members fully appreciate that our purpose is to serve the needs of families and children, and as such are
always willing to work with you for the benefit of your child/ren. Teachers are available to talk with you about your child/ren at mutually convenient times. I am always available to parents and look forward to meeting with you and doing all I can to meet your needs.

If your circumstances change or you believe that there is something that we should know about your child or your family situation, don’t hesitate to drop in and let us know, or send us a note or email.

Looking forward to working in partnership with you,

Alan Barker
Principal
Vision Statement
To create a dynamic learning environment where each person is valued and we live the Gospel message, in and through a Christian community.

Mission Statement
It is the responsibility of each person in our Catholic school, to develop as a learner who has a clear sense of self worth and is able to demonstrate a mutual acceptance of all, for the good of the whole community.
About St Joseph’s

St. Joseph’s School, Park Avenue was founded in 1929 by the Sisters of St Joseph, a Catholic teaching order of nuns founded by Blessed Mary MacKillop. The Sisters of St. Joseph maintained a leadership role at the school until 1981 when the first lay principal was appointed.

The school is situated in the established North Rockhampton suburb of Park Avenue, and attracts families from all areas of Rockhampton. The majority of children live in the Park Avenue area and the northern suburbs along the Bruce Highway to The Caves. The school population represents a range of socio-economic and cultural groups. The predominant cultural background of the children is European (mainly Anglo-Saxon), although there is an identified group of Aboriginal and Torres Strait Islander children (13%). The school has a policy of inclusivity and children with identified needs are accepted into the school after it has been established that the school is able to cater for their needs.

The school enrolment is currently about 350, comprised of Prep to Year 6 children. In 2016 there are two Prep classes and 12 Primary classes. The teaching staff is comprised of 14 class teachers and a Principal; an Assistant Principal (RE); an Assistant Principal (Curriculum); a Learning Support teacher and an Indigenous Liaison Officer. Other part-time staff includes a School Counsellor, a Music teacher and a host of ancillary staff.

Curriculum is the life of the school and represents the total planned learning experience provided by the school. Our curriculum seeks to develop children who will have a clear sense of their own self-worth and, by accepting responsibility for their learning, successfully demonstrate the outcomes of a lifelong learner. A learning framework has been developed to support this goal.

St. Joseph’s offers a traditional curriculum structure based around two individual classes per grade, with an emphasis on literacy and numeracy. Additional learning support for individual learners will take place within the context of the classroom, for the main. This approach enables the school to provide children with individual support, ongoing learning challenges and the ability to self-direct part of the learning process in the context of the classroom environment. In addition, while some Key Learning Areas are addressed through specialist and discrete units of work, most Key Learning Areas are integrated into units developed through Inquiry based learning that infuses thinking and learning. Staff members participate in ongoing professional development.

As part of our ongoing effort to ‘educate for the future’, the school has developed an excellent technology infrastructure which integrates seamlessly across the curriculum. In 2016, St. Joseph’s will offer access to a range of technologies with our younger students using XO android devices and iPads, the mid years working with Chromebooks and the older students involved in a 1-1 program with MacAirs. Additionally, 2016 will see the first full-year implementation of Flexible Learning Areas; a concept that was introduced during 2015. The aim of the FLAs is to provide students with the means to work through and in their preferred learning style and to better enable teachers to target teach and meet the individual needs of learners.
Our school has a positive relationship with the Park Avenue Catholic Parish. This relationship is maintained by the school leadership team through open lines of communication with the parish community. Policy, decision making and communication is enhanced through both school and parish presence at Parish Pastoral Council, School Board, Parents & Friends, and Parish Finance meetings. We recognise that the main experience of church for many families is the experience they have within our Catholic school. Therefore, we provide relevant and contemporary experiences that will nurture the faith lives of families and enhance a sense of belonging within the context of community. The school provides the opportunity for children to participate in weekly liturgical celebrations within school, as well as regular masses, liturgies and sacramental programs in conjunction with the wider parish community. These experiences are further enhanced through student participation in service projects through various church groups such as St Vincent de Paul and Aged Care.

Parents are encouraged to be involved in school life at all levels, including assisting in classrooms, School Board, Parents and Friends Association, and sporting and cultural activities. St. Joseph’s School has a Health Promoting School Policy. This has led to our running a “Healthy Eating” Tuckshop which has gained national recognition. A ‘Breakfast Club’ also operates as a practical means of developing an appreciation of nutrition and a healthy balanced lifestyle. We are also an accredited “Sunsmart” school. An Outside School Hours Care facility operates every school afternoon and during vacation periods.
DIOCESAN VISION STATEMENT:
In the service of the local church in the Catholic Diocese of Rockhampton, we embrace the vision spoken by our bishop, Brian Heenan:

As a community of believers, we live out the call of Baptism, through personal faith in Jesus Christ, witnessing together to the Good News of the Kingdom.

A CATHOLIC SCHOOL
“Catholic schools are about revealing to children, their families and teachers, the Good News of Jesus Christ. That Good News is simply this – God so loved the people of the world, that God gave us Jesus the Son. Jesus’ role was to draw all people back into a loving relationship with God and to offer a way of guided living for all.

The privilege of the Catholic school community is to lead our children to Jesus, to present him as a personal and lifetime companion on life’s journey. Our Catholic schools are an indispensable part of the Mission of the Church to evangelise or ‘good news’ children, families and teachers”. (Bishop Brian Heenan, Bishop of Rockhampton).

DEFINING FEATURES OF CATHOLIC SCHOOLS IN THE 21ST CENTURY:
The Defining Features for Catholic Schools communicate clearly what we believe is at the heart of Catholic education and give direction and guidance to those whose daily interactions with others bring to life the vision of an authentic Catholic school as a living out of the Gospel message. Catholic schools are called to:

1. Give witness to the message of Jesus and the mission of the church.
2. Have a clear Catholic identity.
3. Be open and accessible to all who seek their values.
4. Offer a relevant and holistic curriculum of quality teaching and learning.
5. Be communities of care.
6. Be characterised by inclusive partnerships within a community of faith.
Leadership Team
Principal
Mr. Alan Barker
Assistant Principal Religious Ed.
Mr. Bernard Fitzgerald
Assistant Principal Curriculum
Mrs. Deanne Senini

Class Teachers
Preparatory M
Ms Kirsty McLeod
Preparatory W
Miss Elli Whittaker
Year 1 M
Mrs Ann McCutcheon
Year 1 N
Miss Sophie Noake
Year 2 F
Mrs Catherine Farr/Mrs Amanda Evans
Year 2 H
Mrs Michelle Hannah
Year 3 A
Mrs Nicole Anderson
Year 3 T
Mrs Kerrie Tennyson
Year 4 H
Mr Christopher Hosie
Year 4 M
Mrs Leonie Mooney
Year 5 C
Mr Ray Carrington
Year 5 T
Mrs Erin Tranberg
Year 6 BI
Miss Brooke Black
Year 6 Br
Mrs Bernadette Brennan
FLA Support
Mrs Amanda White

Student Support:
Learning Support
Mrs. Kath Howell
Teacher Assistant
Mrs Deb McLellan
Teacher Assistant
Miss Skye Alberts
Teacher Assistant
Mrs. Lyn Lavender
Teacher Assistant
Miss. Georgia Agius
Teacher Assistant
Mrs. Linda Crane
Teacher Assistant
Miss Amy Foster
Teacher Assistant
Mrs Jacinta Beak
Prep Assistant
Mrs. Beth O’Brien
Prep Assistant
Mrs Kristie Sloan
Indigenous Liaison Officer
Miss Simone Giles
Music Coordinator
Miss Sara Kateifides
Library Coordinator
Mrs. Trudy Agius
School Counsellor
Mrs Camelia Perkins
Physical Education
Mr Bernard Fitzgerald

Administration Team:
Principal’s/School Secretary
Mrs. Tracey Brosnan
Finance Officer
Mrs. Megan Crosthwaite

Support Team:
Groundsman
Mr. Tim Harkin
Tuckshop Convenor
Mrs. Tracy Wren

Parish Team:
Parish Priest
Fr Don White

Outside School Hours Care
Co-ordinator
Mrs. Chelsea Holden
Assistant Co-ordinator
Mrs. Kerry McLean
2016 SCHOOL CALENDAR

Term Dates

<table>
<thead>
<tr>
<th>Term 1:</th>
<th>Jan 27 to Mar 24</th>
<th>9 wks</th>
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<tbody>
<tr>
<td>Term 2:</td>
<td>Apr 11 to Jun 24</td>
<td>11 wks</td>
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<tr>
<td>Term 3:</td>
<td>Jul 11 to Sept 16</td>
<td>10 wks</td>
</tr>
<tr>
<td>Term 4:</td>
<td>Oct 4 to Dec 2</td>
<td>9 wks</td>
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Vacation Dates

<table>
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<tr>
<th>Autumn:</th>
<th>Mar 25 to Apr 10</th>
<th>2 wks</th>
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<tr>
<td>Winter:</td>
<td>Jun 25 to Jul 10</td>
<td>2 wks</td>
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<tr>
<td>Spring:</td>
<td>Sept 17 to Oct 3</td>
<td>2 wks</td>
</tr>
<tr>
<td>Summer:</td>
<td>Dec 2 to Jan 23</td>
<td>7 wks</td>
</tr>
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</table>

Professional Development Days 2016

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Venue</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 19</td>
<td>Organisation, Handbook, RE, Timetables</td>
<td>St Joseph’s School</td>
<td>9.00 – 3.00</td>
</tr>
<tr>
<td>January 20</td>
<td>Spelling – Guest presenter</td>
<td>St Joseph’s School</td>
<td>8.30 – 3.00</td>
</tr>
<tr>
<td>January 21</td>
<td>Curriculum, WPHS, LS, Staff Activity</td>
<td>St Joseph’s School</td>
<td>8.30 – 3.00</td>
</tr>
<tr>
<td>January 22</td>
<td>Regional Mass &amp; Child Protection</td>
<td>St Joseph’s School</td>
<td>8.30 – 3.00</td>
</tr>
<tr>
<td>January 25</td>
<td>Pupil Free Day Planning</td>
<td>St Joseph’s School</td>
<td>8.30 – 3.00</td>
</tr>
<tr>
<td>February 19</td>
<td>Bishop's Inservice Day</td>
<td>TCC</td>
<td>8.30 – 3.00</td>
</tr>
<tr>
<td>May 25</td>
<td>Twilight</td>
<td>St Joseph’s School</td>
<td>3.30 – 6.30</td>
</tr>
<tr>
<td>August 10</td>
<td>Twilight</td>
<td>St Joseph’s School</td>
<td>3.30 – 6.30</td>
</tr>
<tr>
<td>October 17</td>
<td>Religious Education</td>
<td>St Joseph’s School</td>
<td>8.30 – 3.00</td>
</tr>
</tbody>
</table>

ENROLMENTS

To be eligible for preparatory in 2017 a child’s birthday must fall between July 1 2011 and June 30 2012. An Application for Enrolment Form (obtainable from the school) should be completed and returned to the school office. New families to the school should enclose a non-refundable $30.00 Enrolment Fee. A Birth Certificate or Proof of each child’s age is required. Families will be contacted regarding an interview with the Principal.

POINTS TO BE REMEMBERED AT COMMENCEMENT OF PREP AND YEAR ONE

Please pin a NAME TAG on your child’s dress or shirt for the first few weeks, this saves a lot of confusion. If your child travels by bus, please include the name of the particular bus.

All property including hats, bags, lunchboxes, jumpers, etc. MUST BE MARKED CLEARLY with your child’s name. The child's name should be clearly PRINTED.

LENGTH OF SCHOOL DAYS

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>Arrival time</td>
<td>8.15am - 8.30am</td>
</tr>
<tr>
<td>School commences</td>
<td>8.35am</td>
</tr>
<tr>
<td>School finishes:</td>
<td>3.00pm</td>
</tr>
<tr>
<td>Lunch time</td>
<td>11.00 – 11.40</td>
</tr>
<tr>
<td>Recess</td>
<td>1.10 – 1.30</td>
</tr>
</tbody>
</table>
THE PREP YEAR WILL:

- Operate full time from **8.35 a.m. – 3.00 p.m.**
- Provide the foundation that children need for success in later schooling and foster a positive transition from prep to school.
- Allow children time to mature before they begin formal schooling. International research shows children who begin formal schooling when they are a little older, generally do better than their younger peers.

WHAT WILL MY CHILD LEARN?

**Social and Emotional Competence**
- Taking on responsibility, developing independence, developing a respect for others, learning to co-operate, establishing positive relationships with others

**Health and Physical Wellbeing**
- Making choices about their health and safety, developing physical skills such as gross motor and fine motor

**Language and Communication Development**
- Oral language (speaking), early understanding of literacy (reading and writing in context)

**Early Mathematical Understandings**
- Early understanding of numeracy

**Active Learning Processes**
- Thinking: generating ideas, plans and solving problems
- Investigating: the natural world, technology, their environment
- Imagining: expressing ideas creatively through media, visual arts, dance and music

**Positive Dispositions to Learning**
- Developing perseverance, the ability to negotiate with others and a willingness to engage in learning.

These factors have been identified through International research as those that influence a child’s success at school.

WHAT WILL I SEE MY CHILD DOING?

Your child will be:

- Investigating interests
- Making choices
- Talking with teachers and other children
• Planning with their teacher about the things they might do, and carrying out their plans
• Designing and making things
• Singing, dancing and painting
• Listening to stories
• Playing games indoors and outdoors
• Climbing, balancing, jumping, digging
• Planning and sharing in make-believe play
• Using computers to draw pictures, make signs, play games and find out about the world
• Taking part in everyday experiences like gardening, cooking and tidying up
• Writing and copying signs during their play
• Learning about size, shape, weight and measurement as they construct things indoors and outdoors
• Exploring using their senses

**HOW CAN I HELP MY CHILD?**

**AT SCHOOL:**

• **Share** important information. You are encouraged to talk with the teacher about events in family life, your child’s interests or matters of concern.
• **Be involved** in daily activities or special events. Share your hobbies, interests or areas of expertise.
• **Chat** with your child about what they are doing at school. Take the time to look at photo displays or work displayed in the classroom.
• **Treasures** from home – your child is encouraged to bring along items of interest to show and talk about. We do not permit children to bring toys as we wish to prevent any loss or damage.
• **Communication** – a daily message book will operate. The school newsletter, notes from your child’s prep teacher or children’s artwork will be placed in your child’s work pocket. Please check these daily.
• **Separation** – at the beginning of the year your child may find it difficult to say goodbye to you. Please reassure your child of your love and that you will be back to collect them in the afternoon. Call a teacher to assist your child. Be strong. Say goodbye and leave straight away. Children usually settle quickly. We will contact you if your child is upset for a long period of time.

**AT HOME:**

• **Encourage** your child to experiment with various materials and equipment
• Encourage your child to explore different ways to organise their things
• **Read** together and talk about everyday items such as signs, notices, letters, catalogues, magazines, TV guides, food packaging and bills.
• Read and talk frequently about storybooks, factual books and rhymes
• Make available a variety of materials and containers for measuring such things as water, grain and sand.
• **Involve** your child in family activities that investigate mathematical ideas, e.g. cooking, setting the table, matching socks, sharing a meal.
• **Provide** “junk” materials for drawing, making patterns, and building things
**ABSENTEEISM**

Parents are required to contact the School office by phone, email or via the school app to inform of a child's absence from school OR a written note or email to the child's home teacher explaining the absence.

**AMBULANCE**

Unless otherwise directed by parents, or in the event that parents are unable to be contacted, children with serious injuries or illnesses will be transported by ambulance to the Rockhampton Base Hospital.

**ANXIETY**

To avoid anxiety, parents need to ensure that children are dropped off and collected promptly at the advised times. Children become anxious when they arrive late or see others leave. We would be grateful for your co-operation in this matter.

**ANZAC DAY MARCH**

It is an expectation of the school that as many children as possible from Year 4 to Year 6 will be involved in the annual ANZAC Day March. In addition children from younger grades are invited to help represent the school, either through marching or attendance. This is regarded as a unique opportunity to support fallen heroes as well as to celebrate the future of our country. It is also an opportunity to showcase our school to the Rockhampton community. Children will spend some time during school hours learning how to, and practicing, marching with poise and dignity.

**ASSISTANCE**

During the year, teachers may invite parents to assist with class or school activities. If you would like to volunteer your help please feel free to approach your child's teacher/s. To support parents in this task we provide a brief induction and give assistance with applications for a blue card. It is now mandatory that all volunteers who work with young people at St Joseph’s school have a Suitability Card for 'Working with'. An application form is available from the school office. There is no charge for volunteers.

If you have any talents that you would like to share with the school community, please make this known to the staff. We would be pleased to welcome parents and friends to help with coaching, managing and supporting our various sports teams. If you are interested in helping out, please contact the school when invited.

**AWARDS**

As a way of celebrating achievement, effort and improvement, *Student of the Week* Awards are presented at our assembly on Monday mornings.

**BREAKFAST CLUB**

A breakfast club, sponsored by our Tuckshop and local businesses, operates out of the Tuckshop on Tuesday, Wednesday and Thursday mornings. We appreciate that mornings are often a ‘rush’ time for families, and this is a means of practical support to encourage healthy attitudes towards nutrition.
**BEHAVIOUR**

The primary aim of the school is to develop self-esteem and promote self-discipline in a co-operative environment where due concern is given to self worth and respect for others. Children are expected to behave courteously at all times. It is our aim to promote self-discipline in children whereby they take responsibility for their own choices, actions and consequences.

**SCHOOL VALUES**

- Self-Worth.
- Mutual Acceptance.
- Personal Responsibility.

**Physical and verbal abuse of others, and bad language, will not be tolerated.**

Students responsible for physical harm will be removed from the playground and parents contacted. Repetition of these behaviours will result in internal suspension and necessitate parents collecting their child following the incident.

**Lunch**

will be supervised in allotted lunch areas for 15 minutes. Eating is not permitted anywhere except in the designated lunch areas.

**Entry to Grounds**

Children should not be at the school before 8.15am. Requests for exemptions to this (prior to 8.15) should be made to the Principal.

**Leaving Grounds**

Children are to leave the school grounds as soon as possible after classes are dismissed.

- As well as general behaviour at school, acceptable behaviour to and from school (bus, bicycle, pedestrian) is expected. Queensland Transport issues a Code of Conduct that all children are expected to abide by.
- Children are not to leave the school grounds at any time during school hours without a note or phone call from parents outlining the purpose and collection arrangements.
- If children are required to attend appointments during the school day e.g. doctor or dentist, they should be collected from the office by a parent - not from the classroom.
- Children are not permitted to ride bicycles in the school grounds and the use of other student's bicycles is not permitted. Bike areas are out of bounds during the school day. Parents are advised to provide children with a lockable chain to secure bikes. All road safety rules for cyclists must be observed when riding to and from school.
- Under no circumstances will children be permitted to go to the Shopping Mall during the course of the day, this includes before and after school. Children must either bring their lunch or purchase lunch from the school tuckshop. For the safety of children the Mall and local shops are out of bounds.
- The school grounds must be kept neat and tidy by using the bins provided.
- It is an expectation that school policies regarding uniforms and personal presentation will be complied with at all times.

**In General**

Both school and classroom expectations are designed for the safety, well-being and betterment of children as well as for the protection of person and property. In a
spirit of partnership, we expect that behaviour, language and moral development promoted at school will also be promoted at home.

St Joseph’s is a sun safe school. Hats are required for all outdoor activities and the procedure of “No Hat – No Play” applies. Parents are responsible for supplying sunscreens for application by children prior to sport activities.

BOOKLISTS
Copies of booklists are available at the office. Parents are provided with the lists prior to the end of the previous year so that orders can be placed and collected prior to the Christmas vacation. Late orders can be placed at Capricorn Education Resources (CER) in Alexandra St.

BUSES:
Bus operators are responsible for all matters pertaining to bus travel. Inquiries need to be directed to the bus operator. Children are expected to abide by the "Code of Conduct" issued by Queensland Transport. In travelling to and from school by bus, students are representing the school and as such are expected to behave appropriately. Students not behaving appropriately will be removed from the bus.

CAR PARK ARRANGEMENTS
We endeavour to bring safety and order to car park arrangements through the cooperation of parents. When dropping off and collecting children, vehicles should only stop briefly in the drop-off/pick up area to enable children to alight/disembark. Children are instructed to wait inside the fence line until their car is at the gate. There is also a drop off area available at the back of the school in Lauga Street - this area is primarily for the use of Preschool parents.

If parked in the car park, parents need to come and collect their children from the pick up area. Students should not be called to cars across the car park.

CURRICULUM
At St Joseph's School, teachers have a common understanding about learning, teaching and child development. In our programs we reflect continuity in the methods and approaches we use.

Our curriculum arises from and is focused on quality relationships. Partnerships between teachers, children, parents and members of the wider community therefore emphasize co-responsibility. Teachers are aware that they have a significant effect on children and their future experiences and therefore attempt to lay solid foundations for their subsequent education. Our Curriculum in all year levels takes student's prior experiences into account and aims to build on their current knowledge and development.

When planning Curriculum Programs teachers use a wide variety of resources, including Syllabuses and Learning Units/Activities that have been produced by the Queensland Studies Authority. In our school we have personnel who specialise in key learning areas including Special Education, Music, Speech and Health & Physical Education.

At St Joseph's School our Curriculum is the knowledge/understanding, skills, Christian attitudes and values that children gain from the total of all experiences. Gospel values permeate everything that happens. This combined with a balanced and well planned environment and curriculum provides children with a supportive learning environment.
While we offer quality teaching of all Key Learning Areas the school also takes an active part in community based activities such as District Interschool sports carnivals, Rockhampton Eisteddfod and other community events. This ensures that all children receive a truly "holistic education".

**Religious Education**

Religious Education is the focal point of the school community and is integrated into learning activities and the daily routine so that a Christian atmosphere is fostered as a way of life.

With the introduction of the new Religious Education Syllabus and school based Religious Education program in recent years religious education is taking on a new and more engaging direction for the children. This program will endeavour to expose the children to the messages contained in God's Word and then challenge the children to put this knowledge and understanding into action in their everyday dealings with others.

**Prayer and Liturgical Celebrations**

Each week, a class group prepares a Mass or Prayer Assembly. Parents are encouraged to attend these celebrations that are held in the Church on Friday mornings. The weekly newsletter will indicate the time and venue. A School-led Children's Mass is held on the 3rd Saturday of the month at the 6pm Mass in the Parish, unless otherwise advised.

Children's Liturgy of the Word is also offered at Saturday’s 6pm mass each week. Here the readings of the day are presented in a manner that makes them more relevant to the children's lives and experiences. This is run by a combination of parents and school staff on a roster system.

**Instrumental Music**

The school offers an Instrumental Music Program with small group tuition. Children are taught in school hours with parents being billed directly by the Instrumental Music teachers.

**Co-Curricula Activities**

A number of activities are available to children to develop their interests, these include:

- **Interschool sport**: Years 4-6. This year we will provide a number of optional sport activities to maintain an interest and participation in physical activity. This year interschool sport for Rockhampton Primary schools has undergone a significant organisation change, which will see sports played across three seasons – each catering for different sports. Season 1 – AFL, Soccer, Oztag; Season 2 – Rugby League, Netball, Hockey; Season 3 – Softball/T-Ball, Cricket, Basketball

- **Choir**: For Years 4-6. Our choirs have received plenty of local recognition for their performance quality, especially in the Annual Eisteddfod.

- **Cross Country**: children from 10-12yrs are invited to train for the district event and a representative team is selected.

- Please note that inter-school sport in Year 4 is offered for children turning 10yrs and older.
EXCURSIONS
Throughout the year, children are given the opportunity to enhance their learning through real-life learning activities offered beyond the school site. All excursions and camps are based on educational programs and have appropriate pre-tour and post-tour learning activities. Information is provided for parents prior to any excursion.

EXCLUSIONS FOR INFECTIOUS DISEASES
The following are Health Regulations relating to school absences following infectious diseases.

CHICKEN POX
Exclude until fully recovered or at least 5 days after the eruption first appears. Note: some remaining scabs are not an indication for continued exclusion.

CONJUNCTIVITIS
Exclude until discharge from eyes has ceased.

HEPATITIS A
Exclude until receipt of a medical certificate of recovery but not before 7 days after the onset of jaundice.

IMPETIGO (School Sores)
Exclude until appropriate treatment has been commenced and sores on exposed surfaces are covered with dressings.

MEASLES
Should be excluded for at least seven days from the appearance of rash or until a medical certificate of recovery is produced.

MUMPS
Exclude for at least 9 days after onset of symptoms.

SCARLET FEVER
Should be excluded until appropriate medical treatment and a medical certificate of recovery is given.

RUBELLA
Should be excluded for at least 7 days from the appearance of the rash or until a medical certificate of recovery is produced.

HEAD LICE
Should be excluded while lice are present; may return to school when existing eggs have been treated with special shampoo from the chemist.

WHOOPING COUGH
Should be excluded for four weeks unless a medical certificate is produced.

DIARRHEA
Exclude until diarrhea has ceased.

COLD SORES
Exclude while lesion is weeping

INFLUENZA
Exclude until well.

FIRST AID
No medical treatment is permitted in the school except First Aid. This is an immediate, temporary measure given in case of accident. After the emergency has been met, responsibility rests with the parent who will be immediately contacted. The school's obligation extends to placing the injured person in the care of those responsible for the student.

Please ensure your telephone number, address and emergency contact are kept up to date at the office.
HOMEWORK:

PURPOSE
- To encourage children to choose to use and organize their time in a healthy balance.
- To consolidate and reinforce work given at school.
- To develop a healthy attitude towards study time.
- To allow children to develop positive study habits.
- To inform parents of student progress.
- To allow parents the opportunity to be partners in their child's continuing education.

TIME ALLOCATIONS (To be used as a guide only)

<table>
<thead>
<tr>
<th>YEAR</th>
<th>Allocation</th>
</tr>
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<tbody>
<tr>
<td>6</td>
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<tr>
<td>4/5</td>
<td>15-20 mins</td>
</tr>
<tr>
<td>2/3</td>
<td>10-20 mins</td>
</tr>
<tr>
<td>1</td>
<td>10-15 mins</td>
</tr>
</tbody>
</table>

Written homework is to be a meaningful activity that encourages a ‘love of learning’. It is expected that children in all year levels will be encouraged to read and to learn spelling / number facts / etc each night. As a general rule homework will be set for Monday, Tuesday, Wednesday and Thursday nights. Homework on week-ends would be limited to "catch up" work or Individual Assignments.

If at any time you believe that your child has an excessive amount of homework, or that homework is disrupting family life, please contact the class teacher and inform him/her of the problem.

INFORMATION NIGHTS
A class information night is offered for parents at the commencement of each year. This provides opportunity for teachers to explain class programs and expectations for student learning and behaviour. Other general information nights will be held during the year to keep parents informed of curriculum and school activities and directions.

JEWELLERY AND TREASURES FROM HOME
To avoid the disappointment of loss or damage, children are discouraged from bringing valuables or personal possessions from home. Items brought for special learning activities will be stored in the classroom and will be returned to children at the end of the day.

LIBRARY BORROWING
All children have opportunity to have a rostered time to visit the library at lunch issued in their child's name - or paid for.

Our P&F Association have also sponsored a collection of resources for parents. Parents need to see our library co-ordinator to register for borrowing.

Please be aware that the school now has a significant eBook library from which to borrow. This facility is also available to parents. Please see Trudy in the library for more details.
**LOST PROPERTY:**
Lost property is kept in a box outside the office until claimed. At the end of each term any unclaimed items are discarded or donated to St Vincent de Paul.

**MEDICATION**
It is school policy that teachers do not administer medication, including panadol etc. to children. If it is necessary for a child to take medicine on a medical practitioner's instructions during school hours, parents are required to complete a medication permission form which is available from administration. This form and the child’s medication (Marked with a chemists label) is then lift at administration where the child will receive the correct dosage. Please refrain from sending medication for more than the prescribed period. Please refer to Policies 10 and 11.

**NEWSLETTER**
A school newsletter is distributed electronically to each family on every Wednesday. This is sent to the email address, of choice, that parents provide to the school. This is a very important communication link with parents. Be up to date with all the happenings, projects and plans that constitute the "Life of the School". Similarly, the newsletter is ‘pushed’ to the school Web App and can be accessed directly from there.

Please look for your copy each Wednesday.

**NOTES AND MESSAGES**
Messages, notes, money, etc can be delivered directly to the school office or via the ‘class satchels’. The class satchels provide ‘bulk delivery’ of messages from the classroom to the office by 9.00am each day.

**OUTSIDE SCHOOL HOURS CARE**
St Joseph's offers After School Care and Vacation Care Programs. These programs are registered activities of the school and are registered for child care rebate. The direct phone number for the service is 4921 4922

**PARENTS & FRIENDS ASSOCIATION**
This is an important organisation that provides parents with the opportunity to become involved with the School and its activities. Meetings are held on the second Tuesday of each month and all parents are strongly encouraged to attend. The meetings commence at 6.30pm and child minding is provided free of charge.

Please feel welcome. Make the effort to become involved!

**PARENT - TEACHER INTERVIEWS**
Parent-teacher interviews are conducted throughout each semester. Assessment tasks and portfolios are forwarded home to keep parents informed of student progress. Written reports will be issued to all children towards the end of each semester.

Parents are encouraged to make an appointment to meet with teachers if there are concerns about student welfare or learning progress. Teachers wish to work in co-operation with parents in the education of children. As a team, it is essential that open and frank communication be an element of our partnership. An appointment is necessary to enable teachers to gather assessment data to share with parents. These discussions are formal
and are more than an 'informal chat' with a teacher. Parent-teacher co-operation is one of the ideals of our school. With your help this spirit can grow and develop.

The Principal will be pleased to discuss any concerns that you may have with regard to your child's schooling.

**PRIVACY/MEDIA CONSENT**

All families are required to sign a Media Consent Form (included with the enrolment package). This form requests parental consent for the taking of photographs etc for use in school publications or class programs. Parents need to contact the office if a review of this consent is required. The Media and Communication release authorizes the use of photos, video and sound recordings for a range of purposes. It also authorizes the principal to allow local media (T.V./Radio/Newspaper) to take photos, video and sound recordings. The internet release provides consent for the use of photographs, video and sound recordings on web pages.

**ROSTERS**

We believe that "many hands make light work" and that involvement helps to develop and foster community. Rosters are therefore prepared to include all parents in activities such as bingo, tuckshop, breakfast club and homebake.

**SCHOOL ASSEMBLIES**

Whole school assemblies are conducted on Monday mornings each week. The Assembly commences with a welcome, and includes prayer, National Anthem, awards and our school song. Important messages relevant to the whole school community are also provided.

While parents are always welcome to attend the assembly and join us for a coffee afterwards, students must sit with their class during assembly and not their parents or carers.

**SCHOOL BOARD**

School Board membership is discerned from members of the school community. The Board formulates policies that set direction for the school, and provides support to the Principal through shared decision making processes. Current policies are listed in the School Policy Handbook which is available on request.

**SCHOOL FEES**

It is an expectation that all families will contribute toward the payment of school fees. Federal and State governments acknowledge the right of parents to choose the school which best suits their children's needs for educational, religious, cultural or other reasons. However, in comparison with funds spent on government schools, government funds committed to non-government schools remain limited. Your contribution through school fees is essential to the continued operation of your catholic school.

Fees are charged according to the attached Fee Schedule from the Diocesan Catholic Education Office. School based levies are set by each individual school to meet resource needs, an overview of these is also provided in the attached schedule.

School building fund contributions are used to fund building construction and major maintenance costs across the system. This year, St. Joseph's will be involved in a building project which will provide four new learning areas. Contributions from the school fees are critical in funding these projects.
Fee Concessions:
Partial fee concessions may be granted to families experiencing genuine financial hardship. An Application for Concession form is available from the school finance officer. This form along with documentary evidence of family income and expenditure must be forwarded to the principal prior to discussion. An agreement is then forwarded home to parents to detail the fees to be paid. Concessions are for a twelve-month period only and application must be made each year. Where a concession has not been sought and payment of fees is not made, the matter is referred to our appointed debt collector.

SHOPPING MALL
Under no circumstances will children be allowed to go to the Shopping Mall during the course of the school day, this includes before and after school. Children must either bring their lunch to school or purchase lunch from the school tuckshop.

FOR THE SAFETY OF CHILDREN THE MALL IS TOTALLY OUT OF BOUNDS

TELEPHONE
Children will not be permitted to receive incoming phone calls and will only make outgoing calls in exceptional circumstances. Mobile phones must be turned off during the day and should be handed to the teacher once classes commence for safe keeping. Mobiles can then be collected at the end of the day. Students found to be using mobile phones, for any reason, during the day will have their phones sent to the office; while repeated infringements will see the phone banned from the school.

TRANSFER OF CHILDREN
The principal should be advised of children who are departing / enrolling at another school so that school records can be forwarded. This also assists us in notifying families on waiting lists of possible enrolment.

TRAVEL TO AND FROM SCHOOL
Children who walk or ride bikes to/from school are required to travel in a direct route. It is expected that children will not stop at shops or other children homes whilst enroute to or from school. All students are to be in full correct school uniform whilst travelling to and from school.

TUCKSHOP
Our 'healthy eating' tuckshop operates on Mondays to Thursdays - menus are sent home at the commencement of the year and are available at the office. Changes are advised in the newsletter. A co-ordinator is employed for 12 hours voluntarily by parents. Parents are urged to volunteer for 'tuckshop roster'. The more names we have, the fewer occasions volunteers will have to come during the course of the year.

UNIFORM
Both the formal school uniform and the school sports uniform can be purchased at Inferno Sports in East St. The P & F run a Second Hand Uniform Shop at the school when stocks are available. It is a school expectation that all students wear full school uniform every day.

Please be aware that appropriate uniform extends to acceptable hairstyle and hygiene. Students are not to have rats tails or tracks, letters and designs shaved into their hair, whilst all hair longer than collar length should be tied back for hygiene reasons.
WEB APP

The school Web App contains a large range of valuable information from newsletters to parents notes, parent alerts, podcasts & videos from assemblies, e-forms and the like. It can be downloaded from iTunes or Google Play simply by searching St. Joseph’s Park Avenue.

WEBSITE

Our school has a comprehensive website which houses handbooks and a host of other information. The address is www.sjparok.catholic.edu.au.
PROCEDURE FOR GRIEVANCE RESOLUTION:

Informal  This occurs when relevant parties meet at a mutually agreeable time to discuss the concern and seek resolution informally at the point of origin.

A)  
- Student and teacher meet to discuss the concern and to clarify expectations
- If unresolved an appointment is made by the teacher with the parent, or by the parent with the teacher, to discuss the issue.
- Teacher and parent meet at the mutually agreed time
- If unresolved, the formal procedure is commenced.

B)  
- An appointment is made by the teacher with the parent, or by the parent with the teacher to discuss a concern.
- Teacher and parent meet at the mutually agreed time
- If unresolved, the formal procedure is commenced and Principal notified.

Formal  This occurs when a meeting between relevant parties has not resulted in resolution

1  
(a) A written letter from the person lodging the complaint must be submitted to the principal outlining the nature of the issue.

(b) Upon receipt of the formal complaint, an appointment is arranged by the principal within 48 hours.

(c) The aggrieved person meets with the principal at the mutually agreed time.

(d) Relevant parties are notified of the issue. Procedural fairness must be extended to anyone who is the subject of a complaint. A person is entitled to know the details of an accusation against them, or the matter cannot be taken further.

(e) A meeting of all parties will be arranged. If the complaint is not resolved at this

(f) meeting then the matter is either referred to the Assistant to the Director - Schools (Rockhampton Region) or a mutually acceptable Mediator:-

   (i) Parties meet with the mediator.

   (ii) If complaint resolved the agreed outcome will be documented and signed by all parties.

   (iii) If not resolved the complaint will be referred to the Assistant to the Director – Schools (Rockhampton Region).

   (iv) Parties meet with the Assistant to the Director – Schools.

   (v) If complaint resolved the agreed outcome will be documented and signed by all parties.

To foster and maintain positive relationships within the school community, informal communication will be encouraged between all parties.

If a grievance against the principal should arise a formal complaint should be addressed to the Assistant to the Director – Schools (Rockhampton Region).
St Joseph's School - Park Avenue
PROCEDURE FOR GRIEVANCE RESOLUTION

INCIDENT / SITUATION CAUSING A GRIEVANCE

Student and teacher clarify expectations
Parent makes an appointment to meet with teacher or Teacher makes an appointment to meet with parent

Meeting with teacher and parent

INITIATE FORMAL PROCEDURE

Written letter to the principal outlining the issue
An appointment is arranged by the principal within 48 hours
The aggrieved person meets with principal
Relevant parties are notified of the issue
Meeting of all parties

Matter is referred to a mutually acceptable mediator
Parties meet with the mediator
Matter is referred to the Assistant to the Director Schools - Rockhampton Region

RESOLVED

The agreed outcome is documented and signed by all parties.
2016
SCHOOL FEE SCHEDULE

Why School Fees are necessary?
Federal and State governments acknowledge the right of parents to choose the school which best suits their children’s needs for educational, religious, cultural or other reasons.
However, in comparison with funds spent on children in government schools, government funds committed to non-government schools remain limited. Your contribution through school fees is essential to the continued operation of your Catholic school.

TUITION FEE PER STUDENT

<table>
<thead>
<tr>
<th>Students in Diocesan Schools</th>
<th>One</th>
<th>Two</th>
<th>Three</th>
<th>Four</th>
<th>Five</th>
<th>Six</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discount Percentage</td>
<td>0%</td>
<td>12.5%</td>
<td>35%</td>
<td>50%</td>
<td>60%</td>
<td>70%</td>
</tr>
<tr>
<td>PRIMARY - per week (40wks)</td>
<td>$29.00</td>
<td>$25.38</td>
<td>$18.85</td>
<td>$14.50</td>
<td>$11.60</td>
<td>$8.70</td>
</tr>
<tr>
<td>PRIMARY - per term</td>
<td>$290.00</td>
<td>$253.80</td>
<td>$188.50</td>
<td>$145.00</td>
<td>$116.00</td>
<td>$87.00</td>
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<tr>
<td>PRIMARY - per year</td>
<td>$1160.00</td>
<td>$1015.00</td>
<td>$754.00</td>
<td>$580.00</td>
<td>$464.00</td>
<td>$348.00</td>
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</tbody>
</table>

SUMMARY OF LEVIES CHARGED BY ST JOSEPH’S SCHOOL

<table>
<thead>
<tr>
<th>Number of Children Attending St Joseph’s Park Avenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
</tr>
<tr>
<td>CLASSROOM RESOURCE LEVY</td>
</tr>
<tr>
<td>$200 per year (50 per term)</td>
</tr>
<tr>
<td>TECHNOLOGY LEVY</td>
</tr>
<tr>
<td>$95 per year ($23.75 per term)</td>
</tr>
<tr>
<td>BUILDING LEVY</td>
</tr>
<tr>
<td>$340 per year ($85 per term)</td>
</tr>
<tr>
<td>P &amp; F LEVY</td>
</tr>
<tr>
<td>$140 per year ($35 per term)</td>
</tr>
</tbody>
</table>

Funding Building Costs and School/College Infrastructure
Families will appreciate that there is a substantial cost to the Diocese in maintaining and developing the existing school buildings. It is necessary to raise capital income to service related debt or to otherwise support capital works. A differential approach is in place to account for capital income as shown below.
Diocesan Primary Schools – Building Levy

Families will be charged a **Building Levy (Primary) $85 per term ($340 per year)** per family with normal school fee billing.

As this amount forms a collectable part of school fees **NO tax deduction** is possible.

School-Based Levies

**Classroom / General purpose Levy**

This charge relates to the provision of curriculum resources, library books and printing etc. **$200 per student per year, up to a maximum of $600 per family**. These levies are set by the School Board – to be no greater than 25% of the non-discounted tuition fees per student.

**Technology Levy:**

A Technology Levy of **$95 per student per year, up to a maximum of $190 per family** can be charge by schools. This levy is not included as part of the 25% as in general levies.

In situations where a family has two or more children across Catholic Diocesan Primary and Secondary Schools, the priority for payment of the levy will be given to the Diocesan Primary School. The levy is to be used strictly for technology capital purposes at the school level.

**Specific Purpose/ Activity Charge**

Additional charges may apply for specific purposes e.g. excursions and transport for sport participation, hire of swimming pools, arts council visits, life education van, eisteddfod expenses etc. These costs are in addition to school based levies.

**Parents & Friends Levy:**

Parents and Friends’ in consultation with their school and Board can charge a P & F levy in lieu of significant fund raising. **$140 per year ($35 per term)** is included on each school fee account. This levy is voluntary and not included in the 25% as for General Levies.

**School Fee Assistance:**

If you require further assistance, the Diocesan policy states:

“**No students should be excluded from a Catholic school because of the inability of their parents to pay the prescribed fee – in whole or in part.”**

A concession relating to the payment of school fees will be considered on application to the Principal to ensure that confidentiality is maintained.

**For further information:** Contact St Joseph’s Park Avenue School on 49 221906 email - school.information@sjparok.catholic.edu.au